



Adverse Incident Reporting Instructions



KDADS and KanCare Organizations

December 31, 2012

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General Instructions

Overview

The Adverse Incident Reporting (AIR) Application is a KDADS web application.

System Requirements and Browser Settings

- **Firewall Settings** may need added.
 - To check if you will be able to access the KDADS Web Application site, follow the steps on pages 3-4. If the sign in page does not display, our site will need to be added to your firewall. Please contact the KDADS Help Desk for the specific address/port to be added to the firewall.
 - Internet Connection
 - Internet Browser:
 - Microsoft Internet Explorer 6.0 or newer - Recommended
 - Firefox – current version
 - Disable all Pop-Up blockers
-

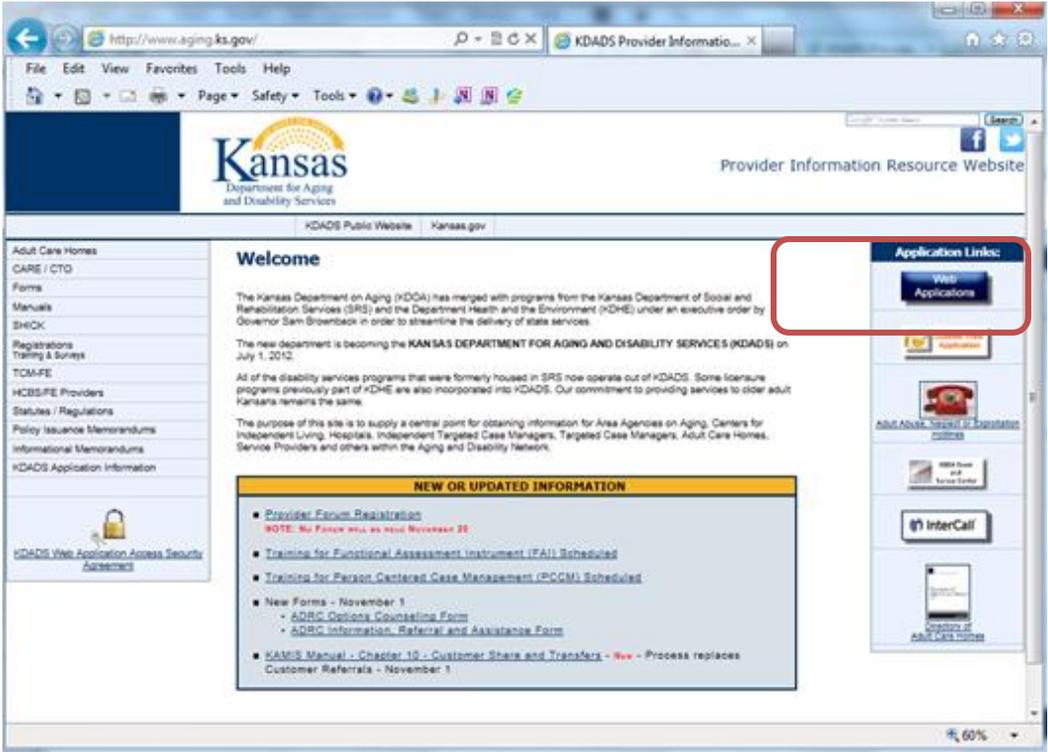
Contact Persons

Issue	Contact Person
Application How To Questions Password Change	KDADS Help Desk Phone: (785) 296-4987 or (800) 432-3535 E-Mail: HelpDesk@kdads.ks.gov
Questions about the AIR Policies and Guidelines.	Phone: (800) 432-3535

Accessing the Application

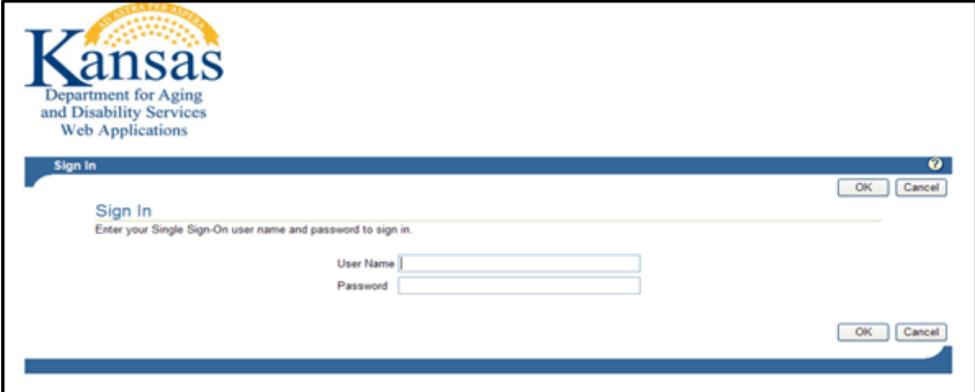
Introduction Use Microsoft Internet Explorer or FireFox browser to access the KDADS web application site. All KDADS Web Applications are secured and encrypted.

How To Follow the steps in the table below to accessing the login page for the KDADS Web Application.

Step	Action	Result
1.	Open the internet browser. Access the KDADS Provider Information Resource Web Site. www.aging.ks.gov	The KDADS Provider Web Site Home Page will be displayed.
		
2.	Select the Web Applications link under the “Applications Link”.	The KDADS Web Application Login page will display.

Logging-In

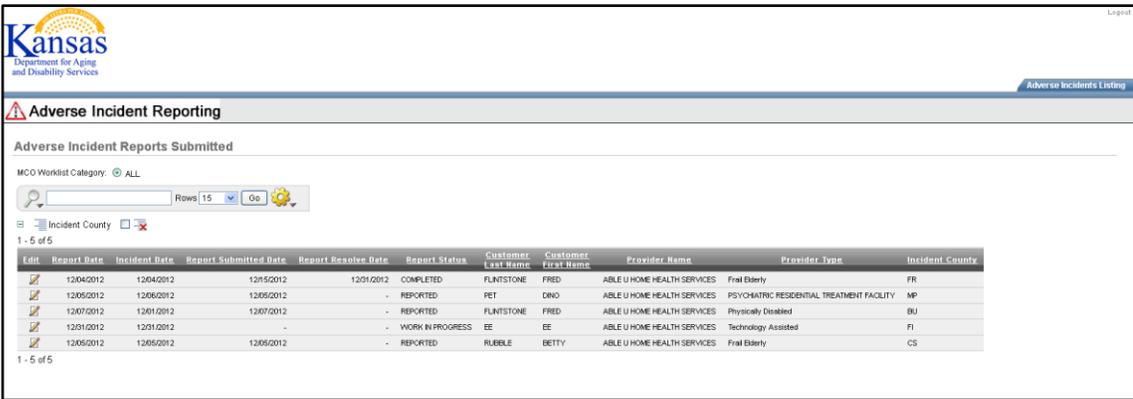
How To Follow the steps in the table below to complete the Login process.

Step	Action	Result
1.	Once the Login page is displayed. Type the User Name . Press Tab .	Insertion point advances.
		
2.	Enter Password . If it is the first time signing into the application, use the initial password that was issued in the e-mail from the KDADS Information Services Division. Click the OK button.	The Web Application Home page will display.

Accessing the AIR Application

How To Follow the steps in the table below to access the Adverse Incident Reporting (AIR) application.

Step	Action	Result
1.	To access the AIR Application, click on the Submitted A.I.R. Reports button on the Web Applications Home Page.	
2.	Opens to the Adverse Incidents Listing page of the AIR Application.	



Adverse Incident Reporting

Adverse Incident Reports Submitted

MCO Worklist Category: ALL

Rows: 15

Incident County

1 - 5 of 5

Edit	Report Date	Incident Date	Report Submitted Date	Report Resolve Date	Report Status	Customer Last Name	Customer First Name	Provider Name	Provider Type	Incident County
	12/04/2012	12/04/2012	12/15/2012	12/31/2012	COMPLETED	FLINTSTONE	FRED	ABLE U HOME HEALTH SERVICES	Fral Elderly	FR
	12/05/2012	12/06/2012	12/05/2012	-	REPORTED	PET	DINO	ABLE U HOME HEALTH SERVICES	PSYCHIATRIC RESIDENTIAL TREATMENT FACILITY	MP
	12/07/2012	12/01/2012	12/07/2012	-	REPORTED	FLINTSTONE	FRED	ABLE U HOME HEALTH SERVICES	Physically Disabled	BU
	12/31/2012	12/31/2012	-	-	WORK IN PROGRESS	EE	EE	ABLE U HOME HEALTH SERVICES	Technology Assisted	FI
	12/05/2012	12/05/2012	12/05/2012	-	REPORTED	RUBBLE	BETTY	ABLE U HOME HEALTH SERVICES	Fral Elderly	CS

1 - 5 of 5

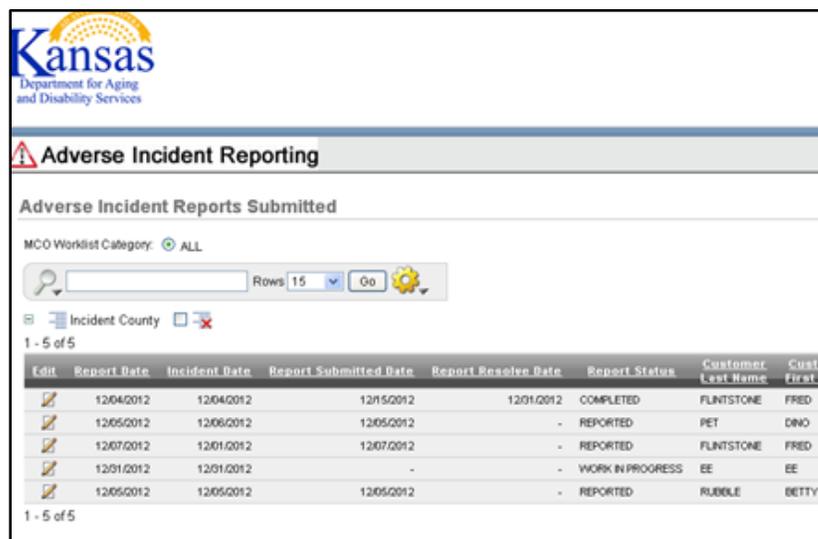
Adverse Incidents Listing

Introduction

The report displays the customers with Adverse Incident Reports. The listing is an Interactive Reports, which gives the user a table view then allows the user to utilize filters and other reporting tools to create custom views of the data.

The report is interactive with a search field. Enter the criteria and click on the “Go” Button. Additional sorting and filtering options as well as a download utility can be found under the “Gear” icon.

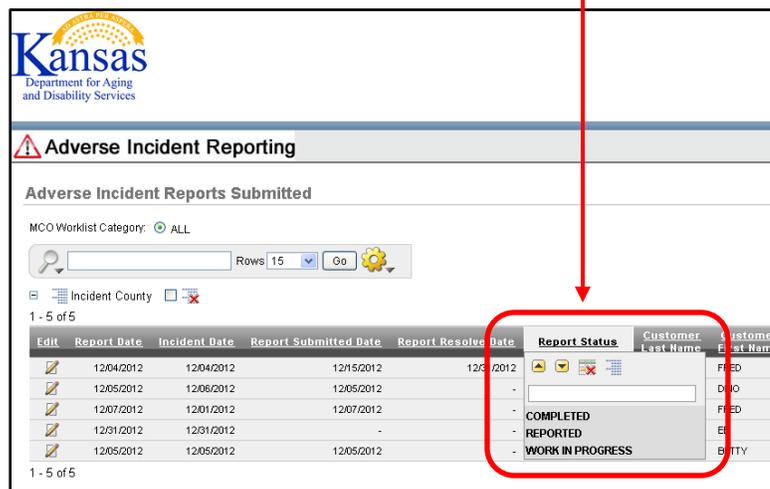
Search Field



The screenshot shows the 'Adverse Incident Reporting' interface. At the top left is the Kansas Department for Aging and Disability Services logo. Below it is a header 'Adverse Incident Reporting' with a warning icon. The main section is titled 'Adverse Incident Reports Submitted'. It includes a filter for 'MCO Worklist Category' set to 'ALL'. A search field is present with a magnifying glass icon, a 'Rows' dropdown set to '15', a 'Go' button, and a gear icon for settings. Below the search field is a checkbox for 'Incident County'. A table displays 5 rows of data. A red arrow points from the text 'Search Field' to the search input box.

Edit	Report Date	Incident Date	Report Submitted Date	Report Resolve Date	Report Status	Customer Last Name	Customer First Name
	12/04/2012	12/04/2012	12/15/2012	12/01/2012	COMPLETED	FLINTSTONE	FRED
	12/05/2012	12/06/2012	12/05/2012	-	REPORTED	PET	DINO
	12/07/2012	12/01/2012	12/07/2012	-	REPORTED	FLINTSTONE	FRED
	12/01/2012	12/01/2012	-	-	WORK IN PROGRESS	EE	EE
	12/05/2012	12/05/2012	12/05/2012	-	REPORTED	RUBBLE	BETTY

The report is also interactive by utilizing the column headings to sort or filter by the content.



The screenshot shows the same interface as above, but with a red box highlighting the 'Report Status' column header. A red arrow points from the text above to this box. The table data is the same as in the previous screenshot.

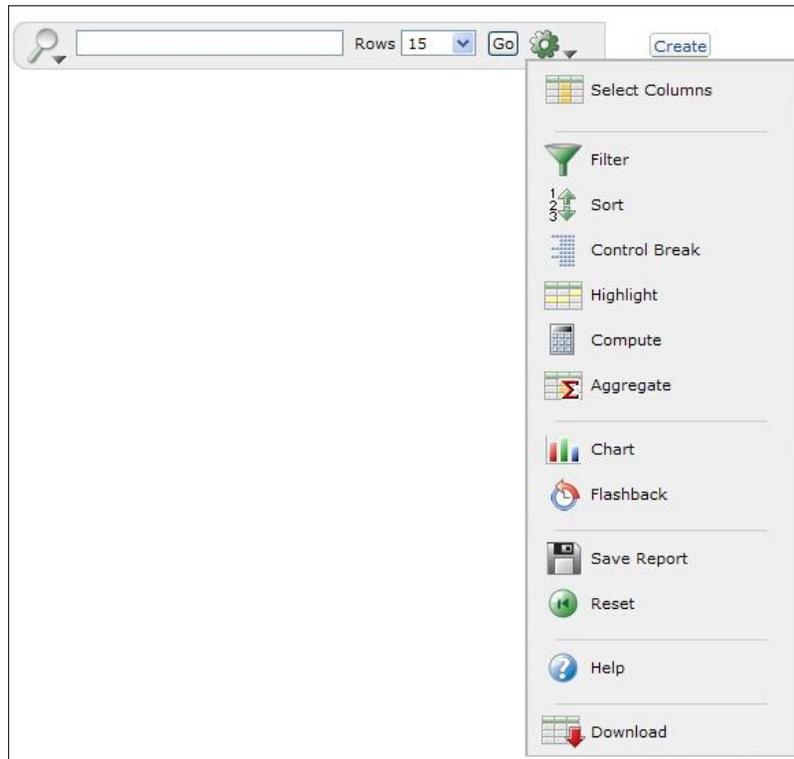
Edit	Report Date	Incident Date	Report Submitted Date	Report Resolve Date	Report Status	Customer Last Name	Customer First Name
	12/04/2012	12/04/2012	12/15/2012	12/01/2012	COMPLETED	FLINTSTONE	FRED
	12/05/2012	12/06/2012	12/05/2012	-	REPORTED	PET	DINO
	12/07/2012	12/01/2012	12/07/2012	-	REPORTED	FLINTSTONE	FRED
	12/01/2012	12/01/2012	-	-	WORK IN PROGRESS	EE	EE
	12/05/2012	12/05/2012	12/05/2012	-	REPORTED	RUBBLE	BETTY

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Adverse Incidents Listing – Interactive Report Functions

Features Below are the more commonly used reporting tools features offered by interactive reports.

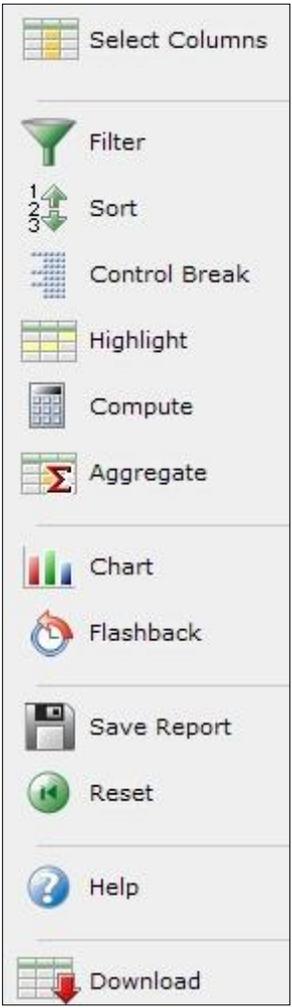
- How to**
1. Open the Web Application at the Interactive Report view.
 2. Click on the gear icon.
 3. Report Control List will display.



Functions Covered This instruction guide will cover only the most commonly used report functions. Those functions are Filter, Sort, Control Break, Highlight, Save Report, Reset, and Download.

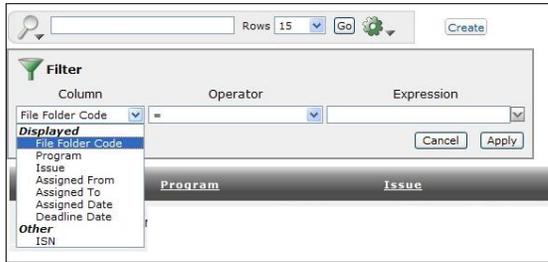
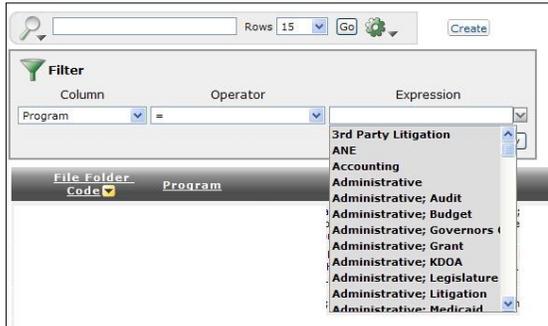
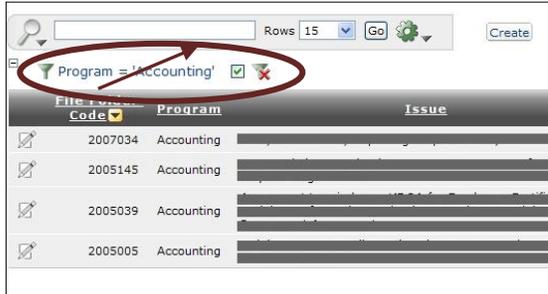
Adverse Incidents Listing – Descriptions

Functions Below is the descriptions of the functions available in an interactive report.

Reporting Control List	Action
	<p>Select Columns – Used to modify the columns displayed. The columns on the right are displayed. The columns on the left are hidden. You can reorder the displayed columns using the arrows on the far right. Computed columns are prefixed with **.</p>
	<p>Filter – Used to filter data for a more detailed view of information.</p>
	<p>Sort – Used to change the column(s) to sort on and whether to sort ascending or descending. You can also specify how to handle nulls (use the default setting, always display them last or always display them first). The resulting sorting is displayed to the right of column headings in the report.</p>
	<p>Control Break – Used to create a break group on one or several columns. This pulls the columns out of the Interactive Report and displays them as a master record.</p>
	<p>Highlight – Highlighting allows you to define a filter. The rows that meet the filter are highlighted using the characteristics associated with the filter.</p>
	<p>Compute – Computations allow you to add computed columns to your report. These can be mathematical.</p>
	<p>Aggregate – Aggregates are mathematical computations performed against a column. Aggregates are displayed after each control break and at the end of the report within the column they are defined. Only numeric columns will be displayed.</p>
	<p>Chart – You can include one chart per Interactive Report. Depending upon the data in the report, the chart function may not be useful.</p>
	<p>Flashback – Not available.</p>
	<p>Save Report – Saves the customized report for future use. You provide a name and an optional description. A tab will be displayed for each report saved.</p>
	<p>Reset – Restores report to the default settings.</p>
	<p>Help – On-line Help on report functions.</p>
	<p>Download – Allows the current report to be downloaded. The download formats is CSV which can be opened through Excel.</p>

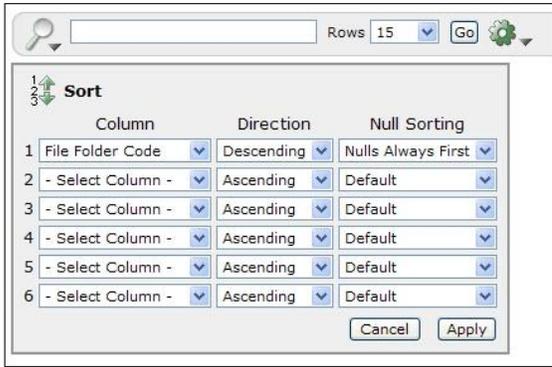
Adverse Incidents Listing – Filter

How To Follow the steps in the table below to filter a Report.

Step	Action	Action
1.	Select Filter from the Control list.	
2.	Select the Column to filter Select the Operator	
3.	Select the Expression . <ul style="list-style-type: none"> By clicking on the drop down arrow at the end of the express field, options will appear if appropriate. 	
4.	Click on the "Go" button. Report will display. The filter criteria will display at the top of the report.	

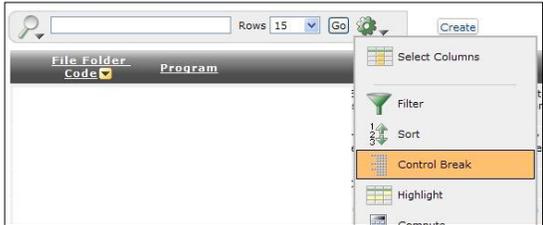
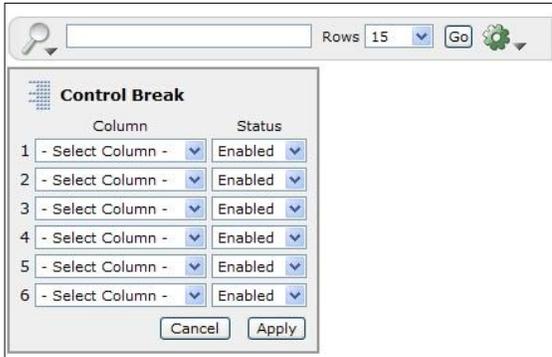
Adverse Incidents Listing – Sorting

How To Follow the steps in the table below to sort a Report.

Step	Action	
1.	Select Sort from the Control list.	
2.	Select the Column(s) to be sorted. Select the Direction (Ascending or Descending) Select how the Blank Fields (nulls) should be displayed.	
3.	Click on Apply . Report will display.	

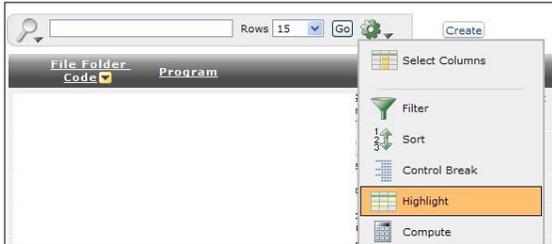
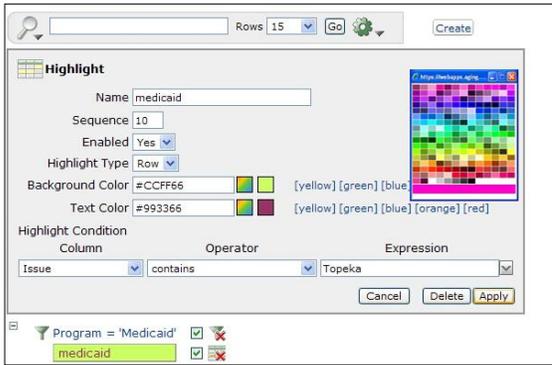
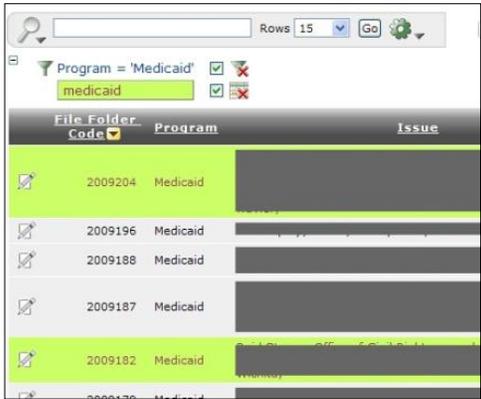
Adverse Incidents Listing – Control Break on Information

How To Follow the steps in the table below to create breaks on the data information.

Step	Action	Action
1.	Select Control Break from the Control list.	
2.	Select the Column(s) the data will break on. Select if the Break Status is enable or disenable.	
3.	Click on Apply . Report will display. The column selected in Step 2 will become headers.	

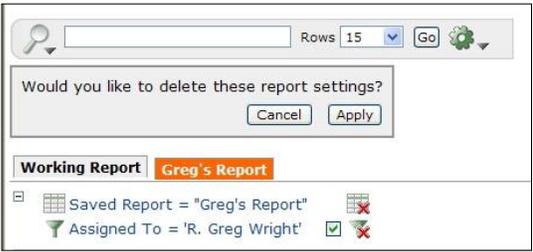
Adverse Incidents Listing – Highlight Information

How To Follow the steps in the table below to apply highlights to the Report.

Step	Action	Action
1.	Select Highlight from the Control list.	 <p>A screenshot of a report interface showing a search bar, 'Rows 15', and a 'Go' button. A 'Control' menu is open, listing options: 'Select Columns', 'Filter', 'Sort', 'Control Break', 'Highlight' (highlighted in orange), and 'Compute'.</p>
2.	Select the criteria for the highlight display. <ul style="list-style-type: none"> • Name • Enabled • Highlight type • Background Color • Text Color • Column • Operator • Expression 	 <p>A screenshot of the 'Highlight' configuration dialog box. Fields include: Name (medicaid), Sequence (10), Enabled (Yes), Highlight Type (Row), Background Color (#CCFF66), and Text Color (#993366). The Highlight Condition is set to 'Issue' contains 'Topeka'. A preview window shows a grid of colored cells. At the bottom, a list shows 'Program = 'Medicaid'' and 'medicaid' with checkboxes.</p>
3.	Click on Apply . Report will display.	 <p>A screenshot of the report showing a table with columns 'File Folder Code', 'Program', and 'Issue'. The first and fifth rows are highlighted in yellow. The first row contains '2009204 Medicaid' and the fifth row contains '2009182 Medicaid'.</p>

Adverse Incidents Listing – Saving

How To Follow the steps in the table below to save a specialized Report.

Step	Action	Action
1.	Select Save Report from the Control list.	
2.	Enter the Name of the Report to be saved. This will become the Report Tab's name.	
3.	Click on Apply . Report will display on a separate tab.	
4.	<p>If the report is no longer needed, it may be deleted.</p> <ol style="list-style-type: none"> 1. Click on the delete icon (icon with red X) 2. Dialog box will display confirming deletion of the report. 3. Click on Apply. 	

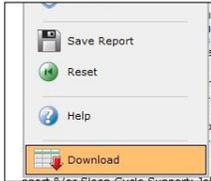
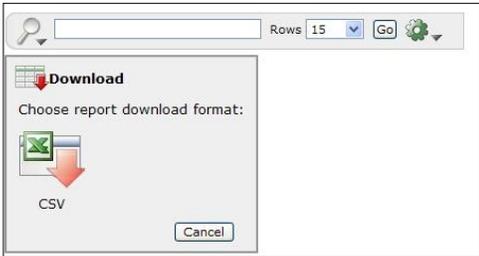
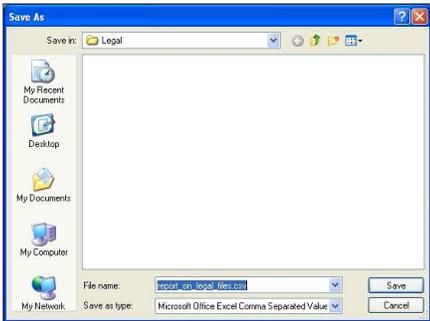
Adverse Incidents Listing – Reset Report

How To Follow the steps in the table below to reset the Report back to default.

Step	Action	
1.	Select Reset from the Control list.	 A screenshot of a software control menu. The menu is open and shows several options: 'Flashback' (with a red circular arrow icon), 'Save Report' (with a floppy disk icon), 'Reset' (with a green circular arrow icon and highlighted in orange), 'Help' (with a question mark icon), and 'Download' (with a red downward arrow icon). The background of the application is partially visible.
2.		 A screenshot of a 'Reset' dialog box. At the top, there is a search bar with a magnifying glass icon, a 'Rows' dropdown set to '15', a 'Go' button, and a gear icon. Below this, the dialog has a title bar with a green circular arrow icon and the word 'Reset'. The main text reads 'Restore report to the default settings.' At the bottom, there are two buttons: 'Cancel' and 'Apply'.

Adverse Incidents Listing – Downloading Data

How To Follow the steps in the table below to download the report data.

Step	Action	Action
1.	Select Download from the Control list.	
2.	Click on the CSV Icon. The only option in the download format is CSV.	
3.	File download dialog box will display. Select Save .	
4.	Save As dialog box will display. Select the location (Save in) and the File name .	
5.	Browse to the File Location and Open file in Excel	

Accessing the Adverse Incident Report Detail

How To Follow the steps in the table below to access the report detail.

Step	Action	Result
1.	Under the Edit Column, click on the pencil/paper icon.	The detail page will display.

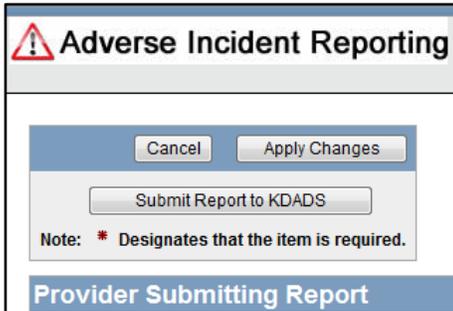


The screenshot shows the 'Adverse Incident Reporting' form. The form is divided into several sections:

- Provider Submitting Report:** Includes fields for Report Completed By (USERNAME), Contact Phone (316)555-5555, Provider Name (PROVIDER), Provider ID (299999999), Street Address (101 STREET, WICHITA, KS 67206), and Provider Phone (316)555-5555.
- Incident Information:** Includes Incident Date, County Where Incident Occurred, and Staff Person Involved in Incident (First Name, Last Name).
- Customer Involved in Incident Information:** Includes First Name, Last Name, Date of Birth, Gender (FEMALE, MALE), Medicaid ID, and Kansas ID.
- Adverse Incident(s):** Includes checkboxes for Elopement, High Profile Event, Inappropriate Sexual Contact, Misuse of Medications, Natural Disaster, Neglect, Physical Abuse, Preventable Death, Psychological Abuse, Serious Injury, Suicide, and Suicide Attempt. There is also a text area for High Profile Detail.
- Incident Details:** Includes a Summary of Facts Relevant to Incident and Results of Incident (Transport to hospital, Outpatient Medical Treatment, Law Enforcement Involvement, Screen Requested, Transferred, Other).
- Assignment / Resolution (KDADS Only):** Includes Report Status (WORK IN PROGRESS, REPORTED, ACCEPTED, COMPLETED), Report Submitted Date, Assigned To, Assigned Date, Notify KanCare Organization, KanCare Org Notified, KanCare Org Notified Date, Resolved, and Resolve Date.

Adverse Incident Report Details

Introduction Since the form has been submitted, the fields the Provider completes will be read only, as well as the field that are KDADS specific. Clicking on the edit icon (pencil) in the Adverse Incidents Listing the report details will display. The following describes the field descriptions and the detail report regions.

Field	Action / Purpose
Cancel	Will return to the Report Listing.
Create / Apply Changes	Creates the report then saves subsequent data entry.
Submit Report to KDADS	Button will display after the report is created. When data entry is complete, clicking on this button will submit the report to KDADS.
<div style="display: flex; justify-content: space-around;"> <div data-bbox="256 808 774 1119" style="border: 1px solid black; padding: 5px;">  <p>Adverse Incident Reporting</p> <p>Cancel Create Report</p> <p>Note: * Designates that the item is required.</p> <p>Provider Submitting Report</p> </div> <div data-bbox="899 808 1352 1119" style="border: 1px solid black; padding: 5px;">  <p>Adverse Incident Reporting</p> <p>Cancel Apply Changes</p> <p>Submit Report to KDADS</p> <p>Note: * Designates that the item is required.</p> <p>Provider Submitting Report</p> </div> </div>	
Provider Submitting Report Region	
Auto-filled fields	User information and the Provider the user is associated.
Report Date	Required. Date the Report is being entered. Defaults to the current date.
Provider Type	Required. Select the Provider type of the Organization.
<div data-bbox="272 1423 1341 1776" style="border: 1px solid black; padding: 10px;"> <p>Provider Submitting Report</p> <p>Report Completed By: TEST USER Contact Phone: 785-296-4987</p> <p>Provider Name: ABLE U HOME HEALTH SERVICES Provider ID: 200546670 KDADS Provider Org Nbr: 5693</p> <p>Street Address: 4236 INDIANA TERRACE Provider Phone: (785) 242-2080 OTTAWA, KS 66067 County: FR</p> <hr/> <p>* Report Date: 12/31/2012</p> <p>* Provider Type: CENTER FOR INDEPENDENT LIVING</p> </div>	

Continued on next page

Field Requirements (Continued)

Incident Information Region	
Incident Date	Required. Date of the incident.
County where incident occurred	Required. County where the incident occurred. This will facilitate the KDADS assignment.
Staff person involved in incident: First/Last Name	Required. The actual person involved with the incident. This may not be the same as the user entering the report.
<div style="border: 1px solid black; padding: 10px;"> <p>Incident Information</p> <p>* Incident Date: <input type="text" value="12/31/2012"/> * County Where Incident Occurred: <input type="text" value="OS - OSAGE"/></p> <p>Staff Person Involved in Incident:</p> <p>* First Name: <input type="text" value="GRAY"/> * Last Name: <input type="text" value="SLATE"/></p> </div>	
Customer Involved in Incident Information Region	
First/Last Name of Customer	Required.
Date of Birth	Required.
Gender	Required.
Medicaid ID	
KAMIS ID	
SAPT Block Grant ID	
KanCare Organization	Required only if there is a Medicaid ID entered.
<div style="border: 1px solid black; padding: 10px;"> <p>Customer Involved in Incident Information</p> <p>* First Name: <input type="text" value="FRED"/> * Last Name: <input type="text" value="FLINTSTON"/></p> <p>* Date of Birth: <input type="text" value="12/12/1980"/> * Gender: <input type="radio"/> FEMALE <input checked="" type="radio"/> MALE</p> <p>Medicaid ID: <input type="text" value="00112233445"/> Kamis ID: <input type="text" value="123456"/> SAPT Block Grant ID: <input type="text" value="12345678910abcd"/></p> <p>* KanCare Organization: <input type="radio"/> Amerigroup <input type="radio"/> Sunflower State Health Plan <input type="radio"/> UnitedHealthcare <input type="radio"/> Value Options <input checked="" type="radio"/> Not Assigned</p> </div>	

Continued on next page

Field Requirements (Continued)

Adverse Incident(s) Region	
Elopement	At least one option is required to be selected.
High Profile Event	At least one option is required to be selected.
High Profile Detail	Required if "High Profile Event" is checked.
Inappropriate Sexual Contact	At least one option is required to be selected.
Misuse of Medications	At least one option is required to be selected.
Natural Disaster	At least one option is required to be selected.
Neglect	At least one option is required to be selected.
Physical Abuse	At least one option is required to be selected.
Preventable Death	At least one option is required to be selected.
Psychological Abuse	At least one option is required to be selected.
Serious Injury	At least one option is required to be selected.
Suicide Attempt	At least one option is required to be selected.
Suicide	At least one option is required to be selected.

Adverse Incident(s)

Elopement: High Profile Event: Inappropriate Sexual Contact: Misuse of Medications:

Natural Disaster: Neglect: Physical Abuse: Preventable Death:

Psychological Abuse: Serious Injury: Suicide: Suicide Attempt:

High Profile Detail:

0 of 4000

Continued on next page

Field Requirements (Continued)

Incident Details Region	
Summary of Facts Relevant to Incident	Required.
Results of Incident (Transport to hospital, Outpatient Medical Treatment, Law Enforcement Involvement, Screen Requested, Transferred, Other)	Required.
<div style="border: 1px solid black; padding: 10px;"> <p>Incident Details</p> <p>* Summary of Facts Relevant to Incident:</p> <p>This is where you put the summary of the Adverse Incident. There are 4000 characters available and spell check available also.</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right;">126 of 4000</p> <p>* Results of Incident (Transport to hospital, Outpatient Medical Treatment, Law Enforcement Involvement, Screen Requested, Transferred, Other):</p> <p>This is where you put the results of the Adverse Incident. There are 4000 characters available and spell check available also.</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right;">126 of 4000</p> </div>	

Continued on next page

Field Requirements (Continued)

Assignment / Resolution (KDADS Only) Region	
Report Status	Required. The status will automatically change when the Provider clicks on the "Submit Report to KDADS" button.
Report Submitted Date	Automatically fills when the status changes to "Reported".
Assigned To	Required when the status is changed to "Accepted".
Assigned Date	Required when there is an entry in the Assigned To field.
KanCare Organization for Re-notification	
KanCare Org Notified Date	Required when there is an entry in the Notify KanCare Organization field.
Resolved	Required when the status is changed to "Completed".
Resolve Date	Required when there is an entry in the Resolved field.
Resolution Comment	
Correspondence History	

Cancel
Apply Changes

Note: * Designates that the item is required.

Assignment / Resolution (KDADS Only)

Report Status: WORK IN PROGRESS REPORTED ACCEPTED COMPLETED

Report Submitted Date:

Assigned To:

Assigned Date:

KanCare Organization for Re-Notification: Re-Send KanCare Organization E-Mail

KanCare Org Initial Notified Date:

Resolved: Resolve Date:

Resolution Comment:
0 of 2000

Correspondence History

Correspondence Type	Date	Subject	From	E-Mail Sent To KanCare Organization
EMAIL	12/07/2012	AIR Submitted ABLE U HOME HEALTH SERVICES-BU	TRAININGUSER	AMERIGROUP - MCO
EMAIL	12/07/2012	AIR Submitted ABLE U HOME HEALTH SERVICES-BU	TRAININGUSER	SUNFLOWER STATE HEALTH PLAN - MCO

1 - 2

Form Status

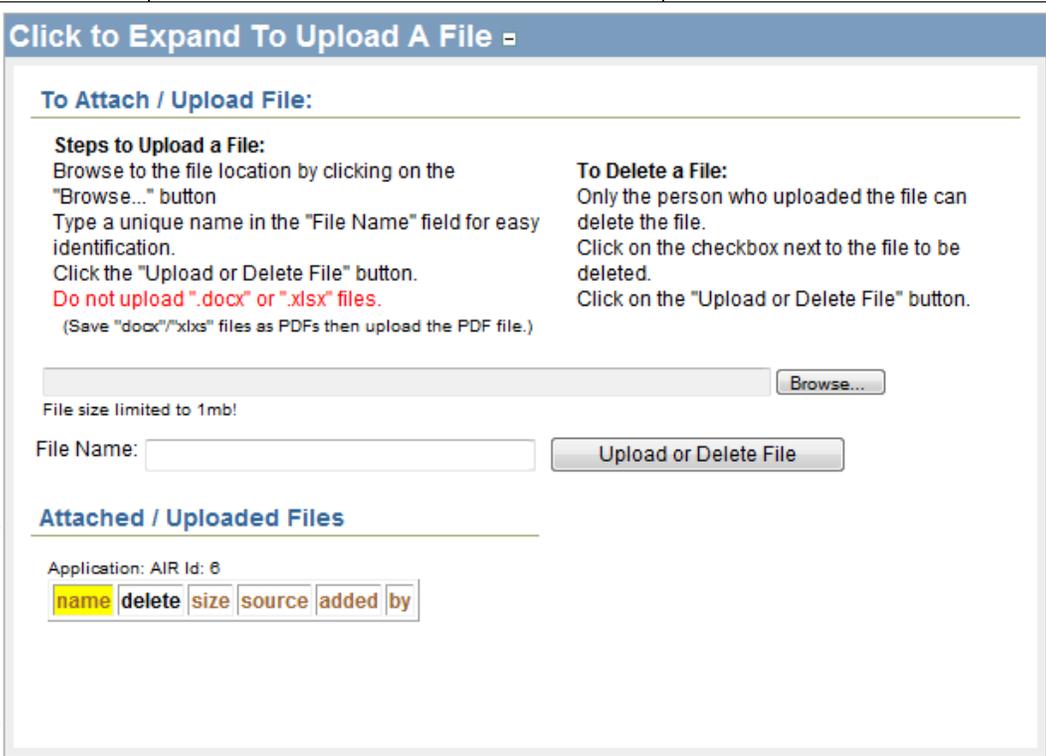
Report Status The table below lists all the report statuses available and the purpose.

Status	Purpose
Work In Progress	Initial status prior to the report being created or while it is being completed by the Provider.
Reported	The provider has completed data entry of the report and has submitted the report to KDADS for action.
Accepted	Indicates that KDADS has seen the report.
Completed	Indicates that the KDADS portion of the report has been completed.

Upload File Attachment Utility

Introduction At times, it is necessary for additional information to be attached to the report. All attached files are associated with the AIR worksheet.

How to Attach a File Follow the steps below to attach a file to a specific report.

Step	Action	Results								
1.	Click on the “+” at the end of the region. The region will expand.									
2.	In the Attachments region, click on the Browse button	The “Choose File to Upload” dialog box displays.								
3.	Browse to the saved document to be attached.	For best results attach only the following type of documents:								
	<table border="1"> <thead> <tr> <th>Document Type</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Word or Excel</td> <td>Convert documents to Acrobat Reader format (pdf) before attaching</td> </tr> <tr> <td>PDF (Acrobat)</td> <td>Attach with no additional steps needed</td> </tr> <tr> <td>Graphics</td> <td>Attach JPG or GIF type graphics – do not attach TIF files</td> </tr> </tbody> </table>		Document Type	Action	Word or Excel	Convert documents to Acrobat Reader format (pdf) before attaching	PDF (Acrobat)	Attach with no additional steps needed	Graphics	Attach JPG or GIF type graphics – do not attach TIF files
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Upload File Attachment Utility (continued)

How to Attach a File continued

Step	Action	Results
4.	On the Choose File to Upload dialog box, click on Open button	File is selected and entered into the Upload File field.
5.	Enter a Name in the File Name field.	
6.	Click on Upload or Delete File button	Completes the upload. Table of the attached files is displayed.

Click to Expand To Upload A File =

To Attach / Upload File:

Steps to Upload a File:
 Browse to the file location by clicking on the "Browse..." button
 Type a unique name in the "File Name" field for easy identification.
 Click the "Upload or Delete File" button.
Do not upload ".docx" or ".xlsx" files.
 (Save ".docx"/".xlsx" files as PDFs then upload the PDF file.)

To Delete a File:
 Only the person who uploaded the file can delete the file.
 Click on the checkbox next to the file to be deleted.
 Click on the "Upload or Delete File" button.

File size limited to 1mb! File(s) Uploaded 12/02/12 02:58:49 PM

Browse...

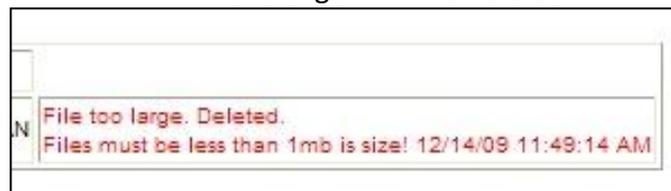
File Name: Upload or Delete File

Attached / Uploaded Files

Application: AIR Id: 6

name	delete	size	source	added	by
Contact Listing	<input type="checkbox"/>	462,387	Contact List.pdf	12/02/2012 02:58:49	USERNAME

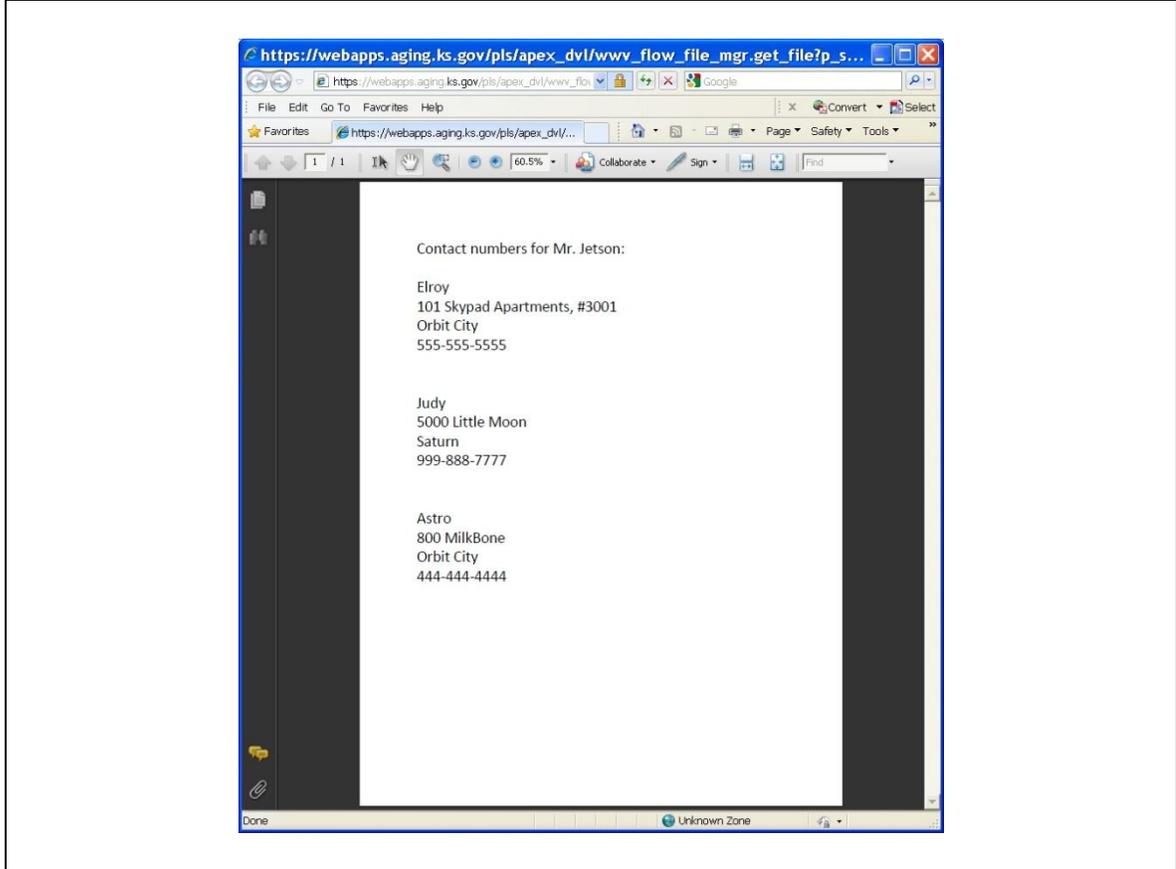
Note: If the file is too large, a warning notice will be displayed that the file was too large and was deleted.



Viewing an Attachment

How to View the File Follow the steps below to view an attached file on a specific report.

Step	Action	Results
1.	Click on the file name	"Contact Listing" in the above example
2.	The document will open in a separate window.	



Deleting an Attachment

Introduction The delete option is only available to the user who originally attached the file.

How to Delete a File Follow the steps below to delete an attached file on a specific report.

Step	Action	Results												
1.	<p>In the Attachments region, click on the check box under the delete column.</p>													
<div style="border: 1px solid black; padding: 10px;"> <div style="background-color: #4F81BD; color: white; padding: 5px; margin-bottom: 10px;">Click to Expand To Upload A File ▾</div> <div style="border: 1px solid #ccc; padding: 10px;"> <p>To Attach / Upload File:</p> <p>Steps to Upload a File: Browse to the file location by clicking on the "Browse..." button Type a unique name in the "File Name" field for easy identification. Click the "Upload or Delete File" button. Do not upload ".docx" or ".xlsx" files. (Save ".docx"/".xlsx" files as PDFs then upload the PDF file.)</p> <p>To Delete a File: Only the person who uploaded the file can delete the file. Click on the checkbox next to the file to be deleted. Click on the "Upload or Delete File" button.</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <input style="width: 95%; border: 1px solid #ccc;" type="text"/> Browse... </div> <div style="width: 35%; text-align: right; color: red; font-size: small;"> File(s) Uploaded 12/02/12 02:58:49 PM </div> </div> <p style="font-size: x-small; margin-top: 5px;">File size limited to 1mb!</p> <p>File Name: <input style="width: 80%; border: 1px solid #ccc;" type="text"/> Upload or Delete File</p> <p>Attached / Uploaded Files</p> <p style="font-size: x-small;">Application: AIR Id: 6</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="background-color: #FFD700;">name</th> <th style="background-color: #FFD700;">delete</th> <th style="background-color: #FFD700;">size</th> <th style="background-color: #FFD700;">source</th> <th style="background-color: #FFD700;">added</th> <th style="background-color: #FFD700;">by</th> </tr> </thead> <tbody> <tr> <td>Contact Listing</td> <td><input checked="" type="checkbox"/></td> <td>482,387</td> <td>Contact List.pdf</td> <td>12/02/2012 02:58:49</td> <td>USERNAME</td> </tr> </tbody> </table> </div> </div>			name	delete	size	source	added	by	Contact Listing	<input checked="" type="checkbox"/>	482,387	Contact List.pdf	12/02/2012 02:58:49	USERNAME
name	delete	size	source	added	by									
Contact Listing	<input checked="" type="checkbox"/>	482,387	Contact List.pdf	12/02/2012 02:58:49	USERNAME									
2.	Click the Upload or Delete File button.	File is deleted from the system.												

Logging-Out

Introduction When the user will not be using the application for a period of time, log off the program for security reasons.

How To Follow the steps in the table below to exit the application.

Step	Action	Result						
1.	In the upper right corner of the window, there are three navigational options.							
<table border="1"><thead><tr><th>Link</th><th>Action</th></tr></thead><tbody><tr><td>Logout</td><td>The browser will return to the Log-in page</td></tr><tr><td>KDADS Home Page</td><td>Returns back to the KDADS Home Page for further access options.</td></tr></tbody></table>			Link	Action	Logout	The browser will return to the Log-in page	KDADS Home Page	Returns back to the KDADS Home Page for further access options.
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